

**SAMPLE LETTER**

CHANGE OF ROLLING HORIZON APPOINTMENT  
TO  
FIXED-TERM RENEWABLE APPOINTMENT  
FOR  
ACADEMIC STAFF

\_\_\_\_\_(date)\_\_\_\_\_

Dear \_\_\_\_\_:

The purpose of this letter is to notify you that your (number of years, e.g., 2-year) –year rolling horizon appointment will be changed to a fixed-term renewable appointment effective (date of change to fixed-renewable appointment, e.g., October 1, 2003). The initial length of your fixed-term renewable appointment shall be (same number of years as length of the rolling horizon appointment, e.g., 2 years) ending on (effective end date, e.g., September 30, 2005). Thereafter, your appointment will be renewed annually at the beginning of the new fiscal year, based on available funding, program needs and your performance. Chapter 2.01 of the Academic Staff Policies and Procedures (ASPP) is attached for your reference.

***[Please insert the reason/s for termination of rolling horizon appointment.]***

If you have any questions, please feel free to talk with me.

Sincerely,

\_\_\_\_\_(Employer's Signature)\_\_\_\_\_

Attachment

[\(ASPP Ch. 2.01\)](#)

xc: Dean/Division Director  
Department Chair/Director  
Academic Personnel Office